Getting the Word Out

The following are tips on how you can promote your GRADUATE-related research, event and/or new initiative:

1. **FGPA** - Share your news with Lin Moody in the Faculty of Graduate and Postdoctoral Affairs. Venues include (a) FGPA websites (b) TheGraduate@Carleton newsletter (c) Important Dates calendar on websites and the newsletter.

2. **Faculty** - Share your news with your Faculty Communications Officer.
   - Valerie Pereboom (Science)
   - Nick Ward (FASS)
   - Adam Landry (Engineering & Design)
   - Karen Kelly (FPA)

3. **Departmental Website** – Your website administrator can upload news events on an ongoing basis.

4. **University Communications** - DUC can then help you figure out if your story would be of interest to the media and the best way to publicize. Contacts are: Beth Gorham (Manager of Public Affairs) and the two Media Relations Officers: Steve Reid and Chris Cline.

5. **Today@Carleton** – This is a daily e-mail bulletin that reaches the Carleton community. Fill out this form to subscribe, unsubscribe, or submit an item.

6. **Carleton Now** is the university’s monthly online newspaper. Submit a story idea to Beth Gorham before Jan 31/16 and to Maria McClintock after that time. Both are at DUC.

7. **LED signs** are available to promote important events and initiatives on campus. Make a submission. Review formatting guidelines for the Bronson sign and the internal LED signs.

8. University calendar: Submit your event.

9. Graduate students who think they have a great research story to tell are welcome to attend the monthly media training courses offered by DUC. Students are given the opportunity to do role-play interviews. The handouts are available here.